

**County of Los Angeles – Department of Mental Health
Program Support Bureau – Quality Assurance Division**

Vacancy Announcement

Training Coordinator, Mental Health

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The Quality Assurance (QA) Division is recruiting to fill a Training Coordinator, Mental Health position to provide QA-related training and technical support to directly-operated and contract mental health service providers and Departmental initiatives including the DMH electronic health record system, the Integrated Behavioral Health Information System (IBHIS). The position reports to the supervisor of the Division's Policy and Technical Development Unit, and is located at 695 South Vermont Ave., 15th floor, Los Angeles CA 90005.

EXAMPLES OF DUTIES:

- Assist in the development, implementation and presentation of QA-related trainings;
- Assist in the development of QA-related reference materials such as manuals, guidelines, bulletins, policies and procedures, including those related to the IBHIS;
- Provide training and technical assistance to the IBHIS end-users;
- Participate in reviews of mental health service provider documentation and claiming practices, including the provision of follow-up consultation and training assistance;
- Serve as the centrally-based administrative QA subject-matter expert for one or more Service Areas (SA) and/or Countywide programs.

DESIRABLE QUALIFICATIONS:

- Strong knowledge of Medi-Cal regulatory standards including experience in documenting and claiming for Medi-Cal funded mental health services;
- Experience participating in QA-related administrative activities including chart reviews, QA committees and the development of program-specific QA protocols;
- Experience developing and presenting trainings to groups on technical subject-matter;
- Willingness to travel to Service Area locations to attend QA-related meetings and to provide trainings and consultation;
- Willingness to learn and stay abreast of an extensive array of County, State and federal policies, rules and regulations related to Medi-Cal documentation and claiming;
- Familiarity with the IBHIS;
- Strong computer skills including Microsoft Word, Excel, PowerPoint and Visio;
- Strong analytic, organizational, diplomatic and written and oral communication skills, including comfort with compiling and presenting data and public speaking on technical subjects;
- Ability to work effectively on several projects concurrently.

Interested individuals holding title to the above position should submit a resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Thursday, July 2, 2015** to:

Bradley Bryant, Ph.D., Mental Health Clinical Program Manager III
Attention: Juanita Olivas
Program Support Bureau, Quality Assurance Division
695 South Vermont Avenue, 15th Floor, Los Angeles, CA 90005

Fax or Email: (213) 351-7688 or jolivas@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER